

APPROVED

September 16, 2003

Michigan State Administrative Board

Lansing, Michigan

September 2, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, September 2, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Wes VanMalsen, Department of Career Development; Michael Winters, Department of Civil Service; Scott Ross, Department of Environmental Quality; Sergio Paneque, Executive Office; Patrick Mullen, Janet Rouse, Sharon Pickett, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Darby Schlagheck, Heidi Snow, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of August 19, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Retention and Disposal Schedule (s)

DEPARTMENT OF NATURAL RESOURCES, Financial Services, Tax and
Federal Revenue, General Accounting, 5/13, 2003

Ms. Wolenberg moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the meeting held August 26, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the Finance and Claims Committee Report of August 26, 2003 be approved and adopted. The motion was supported by Ms. Wolenberg and unanimously approved.

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Ms. MacDowell presented the Building Committee Report covering the meeting held August 27, 2003. After presentation and review of the forgoing Committee Report, Mr. Fox moved that the Building Committee Report of August 27, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of August 27, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held August 27, 2003, with the additional withdrawal of Items 228 and 229 of the regular agenda at the State Administrative Board Meeting of September 2 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved to adjourn. The motion was supported by Ms. Wolenberg and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON